22 January 1969

MEMORANDUM FOR: DDS Office Information Processing Coordinators

SUBJECT   :   Office Information Processing Plans and Requirements

1. At our meeting on January 17 we discussed in general terms the DD/S's interest in developing a comprehensive survey of information processing (ADP) requirements in the Support Directorate. This survey has been deliberately associated with the Program, Planning and Budgeting cycle because the necessary information should be close to the surface during this period.

2. Projects or routine office activities included in the office responses to the Program Call which anticipate a need for ADP support or have a potential requirement for ADP support as well as on-going activities which plan modification should be duplicated and included in the survey. There is no need for these requirements to be completely documented at this time. The language used in the Program response should be sufficient. I will ask for elaboration in those instances where it is necessary and provide assistance if that would be helpful. Documentation in depth will be required before individual projects and plans are activated. For purposes of this compilation projects such as EPIC, SANCA and SPECLE should be included but ADP equipment used in communications systems (MAX) need not be listed.

3. Last year the offices were questioned rather closely about the SIPS project and its impact on office activity. You might want to review those questions and evaluate this years submission in those terms. Each office should have something to say about the impact they expect SIPS systems to have on their operations and the benefits they expect to derive. Task Force members from your office will be quite willing to assist in preparing remarks about SIPS.

4. This information will be used to insure that the present and proposed information processing activities of the Directorate are properly coordinated before submitting the Directorate Program to O/PPB.

The separate compilation of information processing requirements will
not be forwarded to O/PPB. The primary use for this separate pre-
sentation of requirements is to provide a solid information processing
planning base for the Support Directorate. This requirement is also
separate from the various reports submitted to the Bureau of the Budget
although much of the information should be available in reports pre-
viously submitted.

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Chief, Support Services Staff

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